This form should be used for requesting new staff positions and included in the program review process.

Initiator: Lynn Thiesen  
Date: 10/29/2014  
Department: Enrollment Services/Veteran Resource Center  
Requested Amount: $49,221  
Divisional Rank (if any):  

Position description (please provide details about the position need):  
[form will expand as needed]  
A full-time position is needed to assist student-veterans/dependents as well as data entry and other duties required to support this area. A new job description would be required to ensure the unique needs of this special population are met, but it would be similar to a Student Service Specialist II, only with an emphasis in knowledge of and working with veterans.  

Statement of Need (Justify the need for the position)  
One permanent staff member is not adequate to staff the Veteran Resource Center and provide student-veterans with timely services nor does it allow for a safe environment. Research shows student-veterans are more successful if they have an environment where they feel safe and connected to other student-veterans. The numbers of student-veterans using the center continues to grow as documented in program review.  

Link with Institutional Goal/Assessment Results (Describe):  
Annual Plan EP.1 Ensure Student Success
College of the Redwoods
Request for Funding FY 2014-15

This form should be used for requesting new staff positions and included in the program review process.

Initiator:  Lynn Thiesen
Date: 10/29/2014
Department: Enrollment Services/CalWorks
Requested Amount: $44,097
Divisional Rank (if any): 

Position description (please provide details about the position need):
[form will expand as needed]
Adjustment of advising hours funded through CalWORKS categorical program to reflect more general fund advising

Statement of Need (Justify the need for the position)
Provide more advising support to the general student population. Increased number of students with comprehensive SEPs will result in higher number of student success because students will be more aware of what is required to complete their academic program. This is also now mandated due to the SSPP requirements.
Current CalWorks caseload does not support the need for level of advising assignment.

Link with Institutional Goal/Assessment Results (Describe):
Annual Plan: EP.1 Ensure Student Success
This form should be used for requesting new staff positions and included in the program review process.

Initiator: Lynn Thiesen

Date: 10/29/2014

Department: Enrollment Services

Requested Amount: $54,485

Divisional Rank (if any):

Position description (please provide details about the position need):
[form will expand as needed]

Technical position to work on e-forms implementation district-wide, including developing and maintaining forms, determining routing structure, installing self-scanners for student use

Statement of Need (Justify the need for the position)

A dedicated technical position to implement e-forms is needed as no progress has been made on this goal for two years.

Link with Institutional Goal/Assessment Results (Describe):

Annual Plan: EP.1 Ensure Student Success
SP.3.2 Improve College operational efficiencies